

Technical Branch
Code Compliance Group
Electrical Series

ELECTRICAL INSPECTOR SUPERVISOR

04/98 (TLW)

Summary

Under general supervision, supervise, coordinate and conduct field inspections of residential and commercial electrical systems and construction to ensure conformance with applicable electrical codes.

Typical Duties

Oversee electrical inspections of residential and commercial structures to ensure prompt and efficient customer service. Involves: reviewing the work of inspectors to ensure quality and uniformity of inspections; keeping abreast of changes in codes, regulations and departmental policies and informing contractors, engineers, architects and other inspectors; monitoring construction of major projects; investigating and answering complaints, assessing needs and priorities of division, recommending, developing and implementing program improvements.

Perform on-site inspections of residential and commercial electrical construction for compliance with approved plans, specifications and applicable local, state and national codes, regulations and standards governing construction, alteration and repair of buildings. Involves: scheduling initial and follow-up inspections; reviewing plans and specifications in preparation for conducting inspection; investigating complaints to determine existence of illegal or hazardous conditions in new or existing structures; informing property owners and contractors of violations and unacceptable layouts, materials, and equipment; issuing red tags, correction notices, stop work orders and citations as appropriate when construction does not conform to code or approved plans; explaining code and design requirements and restrictions, and construction corrections necessary for compliance; assuring construction is being performed by licensed contractors under City issued permits.

Supervise assigned personnel. Involves, scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes.

Perform related duties as assigned. Involves; substituting, if assigned, for those who ordinarily conduct electrical plan review during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers, if required; reviewing and maintaining work and activity records; testifying in court and before the Building, Plumbing/HVAC and Electrical Boards of Appeals.

Minimum Qualifications

Training and Experience: Graduation from high school or GED, and two (2) years electrical inspection experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: principles, methods and materials of electrical construction and systems; national, state and local regulations and recognized professional standards related to residential and commercial construction; national electrical code and related regulations. Good knowledge of supervisory techniques and administrative practices and procedures.

Ability to: read and interpret construction plans and code requirements; recognize deviations from approved plans; identify defects and hazards in material and work performed; enforce codes with firmness, tact and impartiality; comply with and enforce safe working practices and procedures; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, contractors, property owners, officials and the general public; maintain records and prepare reports.

Skill in safe operation of: standard building construction and measurement instruments; personal computers and computerized field data collection devices; motor vehicle through city traffic

Physical Requirements: Move across uneven terrain, climb, bend and stoop to conduct field inspections at construction site; carry ladder and tools; frequent exposure to all weather conditions.

Licenses and Certificates: Certification by International Congress of Building Officials or Southern Building Code Congress International as Level I Electrical Inspector by time of application and as an Electrical Plans Examiner within twelve (12) months of appointment. Journeyman Electrician License by time of application. Texas Class "C" Driver's License or equivalent from another state.

Director of Personnel

Department Head

OFFICIAL